



**TOWN OF BROOKFIELD**  
**100 Pocono Road**  
**Brookfield, CT 06804**

**JOB OPPORTUNITY**

Recruiter/Contact:	Fern L. Smenyak, Director of Human Resources Brookfield Town Hall 100 Pocono Road, Brookfield CT 06804 email: <a href="mailto:fsmenyak@brookfieldct.gov">fsmenyak@brookfieldct.gov</a> Fax: (203)775-4068
Posting Date:	June 15, 2022
Job Title/Dept.:	<b>Circulation Supervisor</b>
Pay Rate/Union:	Annual Salary: \$44,000 - \$47,000 based on experience, Non-Union
Work Week:	35 Hours Per Week
Job Description:	<p>The Circulation Supervisor will be responsible for a variety of circulation and patron assistance duties, oversees circulation staff, and is responsible for lending and retrieving library materials. Works under the direction of the Assistant Library Director. Perform a variety of circulation desk duties relating to books and other materials; check materials in and out; register customers; collect and processes fines; check and mail bills for lost items to customers; enter reserves and notify customers when materials are available; provide information and assistance to patrons to the extent of authority. Communicate and enforce rules, regulations, and library policies, and to meet the public with tact and courtesy. Train, supervise, and schedule staff and volunteers assigned to the Circulation Department. Communicate with the Assistant Library Director regarding the operations of the Circulation Department, and make recommendations in matters of circulation policy and procedure. Perform other related duties as required. Serve on Library Leadership Team. Maintain a welcoming and friendly environment throughout the library. Perform other duties as required or requested.</p> <p>A full job description is available in the Human Resources Department. Applications must be submitted to the Human Resources Department or submitted online via Brookfield's Town Website. (<a href="http://www.brookfieldct.gov">www.brookfieldct.gov</a>) <b><u>Applications/Resumes will be received until 06/22/22.</u></b> The Town of Brookfield is an Equal Employment Opportunity Employer.</p>
Skills Required:	Excellent organizational skills. Ability to multitask and complete multiple projects on-time and within budget. Proficiency with office equipment, MS Office Suite, and an integrated library system (Evergreen preferred.) Ability to interact professionally with multiple levels of the general public, Town Officials and Town Employees. Significant combination of understanding of modern library objectives, knowledge of library materials and equipment, initiative, good judgment, accuracy, flexibility. Ability to follow verbal and written instructions and directions. Ability to identify and problem solve with minimal direction. Ability to function within the scope of Town and Library policies, procedures and practices.
Education Required:	Bachelor's Degree in liberal arts or business-related field required. A minimum of three (3) years' relevant experience in a Circulations and/or Librarian capacity. Minimum of one (1) year of supervisory experience required.



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**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time. The employee frequently is required to stand, walk, sit, bend stoop and kneel. The employee is frequently required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include vision, distance vision and the ability to adjust focus.

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While performing the duties of this job, the employee is regularly required to sit for extended periods of time to view & operate computer equipment, and to stand for extended periods of time. The employee frequently is required to stand, walk, sit, bend, stoop and kneel. The employee is frequently required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include vision, distance vision, and the ability to adjust focus.